

REPORTS INVENTORY						CONTROL NO.
Approved For Release 2006/09/25 : CIA-RDP75-00399R000100120032-9						OL/SD <input type="checkbox"/> MFD No. 4 STAT
PREPARE IN DUPLICATES						
1. TITLE OF REPORT (If a fill-in report include Form No.)						2. TYPE OF REPORT <input checked="" type="checkbox"/> STATISTICAL <input checked="" type="checkbox"/> NARRATIVE <input type="checkbox"/> MACHINER-NAME LISTING
Monthly Activity Report						
3. FUNCTIONAL AREA		PERSONNEL <input checked="" type="checkbox"/>	TRAINING <input type="checkbox"/>	ADMIN. GENERAL <input type="checkbox"/>		
		LOGISTICS <input checked="" type="checkbox"/>	SECURITY <input type="checkbox"/>	OTHER (specify)		
4. NO. OF COPIES PREPARED		5. FREQUENCY (weekly, monthly, quarterly, etc.)			6. DISTRIBUTION (No. of components not number of copies)	
2		Monthly			C/MFB	
7. FORMAT (memorandum, form :computer print-out, etc)		8. ADP PROCESSING			9. DIRECTIVE AUTHORITY REQUATING REPORT	
Memo		YES <input type="checkbox"/>	IF YES GIVE ADP PROCESSING NO.		C/ <input type="checkbox"/> STAT	
10. PREPARING COMPONENT (include lowest level contributing information to report)			11. FEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.			
CRS/ <input type="checkbox"/>			None			
12. COST FACTORS						
A. MANUAL PREPARATION AND REVIEW COSTS						
GRADE	HOURLY RATE <input checked="" type="checkbox"/>	HOURS PER REPORT <input type="checkbox"/>	COST PER REPORT <input type="checkbox"/>	TIMES PREPARED <input type="checkbox"/>	COST PER YEAR <input type="checkbox"/>	
GS-9	5.54	6 hrs.	33.24	12	398.88	
GS-5	3.46	2 hrs.	6.92	12	83.04	
GS-11	6.87	5 min.	.573	12	6.876	
				97 hrs)		
B. COSTS OF COMPUTER PRODUCED REPORTS						
TOTAL COSTS PER YEAR						488.796
13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.						
A management tool used by the section to determine future requirements for space, transportation and personnel.						
14. FUTURE GOALS						
GOAL PROPOSED BY COMPONENT FOR THIS REPORT						ESTIMATED SAVINGS
<input checked="" type="checkbox"/> RETAIN AS IS <input type="checkbox"/> OTHER (explain)						MAN-HOURS
						DOLLARS
16. DATE OF INVENTORY		17. NAME AND TITLE OF PERSON FURNISHING INFORMATION				18. EXTENSION
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STAT						
Clerk-Typist						